

## SAMPLE MAINTENANCE PLAN\*

**MAINTENANCE PLAN:** Describe, in detail, your plan for maintaining the proposed project for the next 3 years. Include what steps will be taken and who will be responsible for each activity.

MAINTENANCE ACTIVITY	DESCRIBE PLAN	FREQUENCY / SCHEDULE FOR ACTIVITY	RESPONSIBLE PERSON / ORGANIZATION
<b>WATERING</b>	<ul style="list-style-type: none"> <li>Activate system and check for performance</li> <li>Request additional water when dictated by sustained high temperatures</li> </ul>	<ul style="list-style-type: none"> <li>By 4/30 each year</li> <li>More than 7 days of 85+ degrees</li> </ul>	<ul style="list-style-type: none"> <li>Park Maintenance Staff</li> <li>Tree Committee</li> </ul>
<b>RE-MULCHING</b>	<ul style="list-style-type: none"> <li>Inspect, reshape and add mulch</li> </ul>	<ul style="list-style-type: none"> <li>By 5/15 annually</li> </ul>	<ul style="list-style-type: none"> <li>Park Maintenance Staff</li> </ul>
<b>VEGETATION / WEED CONTROL</b>	<ul style="list-style-type: none"> <li>Weed mulched area. Use Round-up on persistent grasses</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> </ul>	<ul style="list-style-type: none"> <li>Park Maintenance Staff</li> </ul>
<b>FERTILIZING</b>	<ul style="list-style-type: none"> <li>2 tree spikes on the diameter 3' out from the tree</li> <li>3 tree spikes evenly spaced around tree 6 feet out from tree</li> </ul>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> year</li> <li>4<sup>th</sup> year</li> </ul>	<ul style="list-style-type: none"> <li>Park Maintenance Staff</li> <li>Park Maintenance Staff</li> </ul>
<b>STRUCTURAL PRUNING</b>	<ul style="list-style-type: none"> <li>Examine and prepare a structural prescription for each new tree.</li> <li>Prune according to the prescription</li> </ul>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> year</li> <li>As prescribed</li> </ul>	<ul style="list-style-type: none"> <li>Tree Committee with a Certified Arborist</li> </ul>
<b>TREE INSPECTION (INCLUDING INSECT, DISEASE &amp; STRESS MONITORING)</b>	<ul style="list-style-type: none"> <li>Inspect for stress, vandalism and insect and disease problems</li> </ul>	<ul style="list-style-type: none"> <li>Monthly from bud break to leaf fall</li> </ul>	<ul style="list-style-type: none"> <li>Tree Committee</li> </ul>
<b>TREE REPLACEMENT</b>	<ul style="list-style-type: none"> <li>Remove dead trees as soon as possible</li> <li>Plan, fund and plant new trees</li> </ul>	<ul style="list-style-type: none"> <li>As needed</li> <li>As needed</li> </ul>	<ul style="list-style-type: none"> <li>Park Maintenance Staff</li> <li>Tree Committee</li> </ul>
<b>OTHER (SPECIFY)</b>	<ul style="list-style-type: none"> <li>Remove tree ties and stakes</li> </ul>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> year</li> </ul>	<ul style="list-style-type: none"> <li>Park Maintenance Staff</li> </ul>
<b>OTHER (SPECIFY)</b>	<ul style="list-style-type: none"> <li>Provide tree care instructions to adjacent homeowners</li> </ul>	<ul style="list-style-type: none"> <li>At planting time</li> </ul>	<ul style="list-style-type: none"> <li>Tree Committee</li> </ul>
<b>OTHER (SPECIFY)</b>			
<b>SUMMARY OF PLAN / ADDITIONAL DETAILS</b>			

\*(Alternate formats for reporting 3-year maintenance plan may be used.)